

CLASS TITLE:

CHIEF CAPITOL POLICE

Class Code: 02187700

Pay Grade: 32A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct, plan, coordinate, and supervise the operations of the Capitol Police Force; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Associate Director of Administration - Central Services with considerable latitude allowed in arranging details of work; work is reviewed for results obtained.

SUPERVISION EXERCISED: Plans, assigns, supervises, and reviews the work of a staff of police officers and law enforcement personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To direct, plan, coordinate, and supervise the operations of the Capitol Police Force.

To plan or delegate the preparation of work schedules and duty assignments for the staff.

To draft and implement policies, rules and regulations for the staff.

To review the security system and recommend changes as necessary.

To insure that the unit's work is coordinated with other law enforcement agencies.

To preserve peace and order, making arrests when necessary.

When appropriate, to carry firearms in the course of duty and to maintain proficiency in their proper use and maintenance.

To be responsible for compiling and maintaining accurate records and reports.

To prepare regular and special reports.

To enforce the rules and regulations of the Capitol Police Force.

To be responsible for a staff training program.

To be responsible for monitoring the communication system.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of law enforcement operations, procedures and activities; a thorough knowledge of law enforcement problems and methods, and legal provisions and limitations of such work; a thorough knowledge of security systems and procedures; the ability to plan, coordinate, supervise, and review the work of police staff engaged in a comprehensive law enforcement program; a working knowledge of and skill in the use of firearms; the ability to prepare clear and concise reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an associate's degree in law enforcement or criminal justice from an accredited academic institution; or

Experience: Such as may have been gained through: employment as a Capitol Police Officer-Lieutenant, or considerable employment as a Capitol Police Officer-Sergeant, or in a position of equivalent kind and level.

SPECIAL REQUIREMENT: Prior to appointment must have satisfactorily completed the Rhode Island Municipal Police Training Academy curriculum or a comparable program offered by state or municipal police departments as required by the Director of Administration. Conditions to be met for appointment: (1) must be physically qualified to perform assigned duties as evidenced by a physician's certificate; (2) must have been evaluated and tested by a certified psychologist, and receive a satisfactory rating in writing; and (3) must meet the State of Rhode Island qualification requirements to carry weapons in the performance of duty, and must maintain such qualification requirements as a condition of employment.

Class Revised: December 29, 2002

Editorial Review: 3/15/03